



A Dispute Resolution Program Of Business Mediation Network, LLC

*SUBMISSION FORM FOR MEMBERS/REFERRALS OF:
FIRESTOP CONTRACTORS INTERNATIONAL ASSOCIATION ("FCIA")*

Date of Submission: _____

The undersigned parties submit the matter described below to the *Business Conflict Forum*®, a service of Business Mediation Network, LLC and agree to the Terms of Service below:

Parties

Name of Party #1 _____

Contact Person Party #1 _____

Address of Party #1 _____

Telephone Party #1 _____

Email of Party #1 _____

Name of Party #2 _____

Contact Person Party #2 _____

Address of Party #2 _____

Telephone Party #2 _____

Email of Party #2 _____

[Please attach extra sheets to identify any additional parties]

Matter Summary

Type of Matter Submitted:

- Pending litigation or arbitration (Please identify the Court / Arbitration Service and file # of pending case on attached page)
- Pre-litigation/arbitration dispute
- Facilitated Negotiation (Parties seek neutral facilitator to assist in negotiations)
- Other (Please describe)

Anticipated Issues Involved:

- Contract (sales, supply, construction services, etc.)
- Employment
- Corporate / Partnership
- Loan / Investment
- Other (Please describe)

Estimated Amount in Dispute:

- Under \$25,000
- \$25,000 - \$100,000
- Over \$100,000
- Unknown or Not Applicable

Terms of Service:

1. Mediation Services. The parties submit the matter described above to mediation with a mediator from Business Mediation Network, LLC (“BMN”). The undersigned agrees to conduct the mediation pursuant to the BMN Mediation Rules (<http://businessmediationnetwork.com/bmn-mediate1st/bmn-mediation-rules/>). By signing this Submission Form, all parties to a matter involving a member of the FCIA, or who are referred by a member of the FCIA, are eligible for a waiver of BMN’s standard Submission Fee and acknowledge that a portion of the Mediator Fees collected from this program is paid by BMN to the FCIA to support its programs and initiatives.

2. Confidentiality, Permitted Use of Information. The undersigned agree that all communications between the parties, BMN and the mediator relating to the mediation are confidential. BMN may use or publish information derived from this Submission Form for statistical, program evaluation and information purposes in a way that does not identify the parties or the individual disputes. The undersigned further agrees that BMN may use or publish summary statistics regarding the rate of

settlement of disputes submitted to the *Business Conflict Forum*® in a way that does not identify the parties, communications or terms that could identify individual disputes.

3. Waiver of Claims, Hold Harmless. The undersigned acknowledge that the *Business Conflict Forum*® is a service of Business Mediation Network, LLC, which is not affiliated with the FCIA and that the FCIA is not responsible for the selection, training or assignment of mediators or for the conduct or outcome of the mediation conference or any settlement reached. The undersigned agrees to waive any and all claims against FCIA and to hold harmless FCIA from all liabilities, losses, actions, suits, or proceedings, at law or in equity, or any other expenses, fees, or charges of any character or nature relating to the participation of any party in the *Business Conflict Forum*®, the selection and assignment of disputes to BMN and all matters relating to the mediation.

4. Participation of Identified Parties. Participation in the *Business Conflict Forum*® is voluntary and requires the agreement of all parties. The undersigned states [check one]:

_____ All parties to the dispute have signed below

_____ The undersigned requests BMN to forward this Submission Form to all unsigned parties and request their participation

Unless otherwise agreed, if all identified parties have not signed this Submission Form within forty-five (45) days after the Date of Submission above, BMN may deem the Submission Form withdrawn.

Party #1

Party #2

Signature, Title

Signature, Title

Print Name

Print Name

Date: _____

Date: _____

[Please attach extra sheets with signatures of any additional parties and the names and, if desired, the contact information for the attorneys / representatives of the parties]

Questions? Please contact: Business Mediation Network, LLC
info@BusinessMediationNetwork.com
(855) 778-MEDIATE (6334)